

# PeopleSoft

## Printing the PAF Report

September 1, 2010

### REQUESTING A STATE PAF REPORT

Use the following navigation to 'PAF' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'.

**Main Menu>ND State Applications>Reports>PAF**

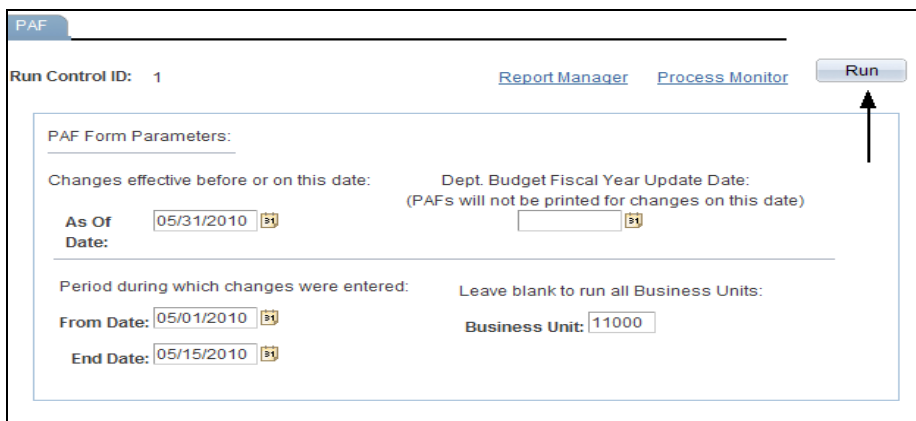


'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

The following page allows you to enter the parameters for the dates you want the PAF report to print for.

- Changes effective before or on this date; As of Date: This date is the actual date the information was entered into PSFT.
- Period during which changes were entered; From Date: and End Date: These dates are compared to the effective date on Job Data.

Once all dates are entered, click 'Run'.



On the Process Scheduler Request mark the 'State PAF Summary' box. Then click 'OK' and you will be returned to the previous screen.

**Process Scheduler Request**

User ID: TBAUER@ND.GOV Run Control ID: 1

Server Name: PSNT Run Date: 08/23/2010  
 Recurrence: Run Time: 2:06:24PM  
 Time Zone:

[Reset to Current Date/Time](#)

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	PAF Report	NDS_PAFR	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	State PAF Summary	NDS_PAFS	PSJob	(None)	(None)	Distribution

OK Cancel

When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.

**PAF**

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 1292470

PAF Form Parameters:

Changes effective before or on this date: Dept. Budget Fiscal Year Update Date:  
 (PAFs will not be printed for changes on this date)

As Of: 05/31/2010 Date:

Period during which changes were entered: Leave blank to run all Business Units:  
 From Date: 05/01/2010 Business Unit: 11000  
 End Date: 05/15/2010

At the Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success' and 'Posted'. Then click on the Process Name 'NDS\_PAFS'.

**Process List** [Server List](#)

View Process Request For

User ID: TBAUER@ND Type: Last 4 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1292590		PSJob	NDS_PAFS	TBAUER@ND.GOV	08/27/2010 8:45:38AM CDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	1292470		PSJob	NDS_PAFS	TBAUER@ND.GOV	08/23/2010 2:06:24PM CDT	Success	Posting	<a href="#">Details</a>

Once you click on the Process Name you will be taken to the Process Detail screen, click on third line, 'NDSPAFR Success'.


**Process Detail**


Process Name: NDS\_PAFS Refresh



Main Job Instance: 1292590

Left | Right

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 [1292590 - NDS\\_PAFS Success](#)

 [1292591 - NDS\\_PAFS AE Success](#)

 [1292592 - NDSPAFR Success](#) 

Click on the 'View Log/Trace' link on this screen.

**Process Detail**

Process	
Instance:	1292592
Name:	NDSPAFR
Run Status:	Success
Type:	Crystal
Description:	NDSPAFR
Distribution Status:	Posted

Run	Update Process
Run Control ID: 1	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 08/27/2010 8:45:45AM CDT	<a href="#">Parameters</a> Transfer
Run Anytime After: 08/27/2010 8:45:38AM CDT	<a href="#">Message Log</a>
Began Process At: 08/27/2010 8:47:35AM CDT	Batch Timings
Ended Process At: 08/27/2010 8:47:43AM CDT	<a href="#">View Log/Trace</a> 

Click the report name below to view the report. The report name should end with ".PDF".

**View Log/Trace**

Report		
Report ID: 1276	Process Instance: 1292592	<a href="#">Message Log</a>
Name: NDSPAFR	Process Type: Crystal	
Run Status: Success		

NDSPAFR

Distribution Details	
Distribution Node: REFNODE	Expiration Date: 12/04/2010

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	0	08/27/2010 8:47:43.013000AM CDT
<a href="#">NDSPAFR_1292592.PDF</a>	48,500	08/27/2010 8:47:43.013000AM CDT
<a href="#">pssqltrace.trc</a>	491	08/27/2010 8:47:43.013000AM CDT

Distribute To	
Distribution ID Type	*Distribution ID
User	TBAUER@ND.GOV

The report, shown below, may then be saved wherever you prefer to store it; or printed at your own printer.

Print Save

1 / 1 100% Find

**HRMS/PAYROLL**  
STATE of NORTH DAKOTA

NDSPAFR Page 1 of 1

NAME	EMPLID	BUS UNIT	DEPT	EFFDT	ACTION	ACTION REASON	RATE	CHANGE AMT
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4/29/2010	Vacation Balance Pay		[REDACTED]	226.71
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4/29/2010	Sick Leave Pay at Termination		[REDACTED]	850.15
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4/30/2010	Vacation Balance Pay		[REDACTED]	1,136.12
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4/30/2010	Vacation Balance Pay		[REDACTED]	1,519.62
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4/29/2010	Board Member Pay		[REDACTED]	50.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4/30/2010	Board Member Pay		[REDACTED]	50.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4/30/2010	Board Member Pay		[REDACTED]	50.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4/29/2010	Regular Pay		[REDACTED]	93.57
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4/29/2010	Vacation Balance Pay		[REDACTED]	3,146.65
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4/29/2010	Performance Bonus Pay		[REDACTED]	1,000.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4/30/2010	Retro Pay		[REDACTED]	78.65
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4/1/2010	Pay Rate Change	REC	[REDACTED]	201.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4/29/2010	Shift Differential Lump Sum		[REDACTED]	32.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4/29/2010	Shift Differential Lump Sum		[REDACTED]	58.80
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4/29/2010	Overtime at 1.5		[REDACTED]	342.77
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4/29/2010	Overtime at Straight		[REDACTED]	65.65
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4/29/2010	Overtime at 1.5		[REDACTED]	196.96
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4/30/2010	Overtime at 1.5		[REDACTED]	354.53
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4/29/2010	Overtime at 1.5		[REDACTED]	42.53
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4/29/2010	Overtime at 1.5		[REDACTED]	105.37

Authorized Signature: \_\_\_\_\_